



UMT POSTGRADUATE STUDIES RULES & REGULATIONS (RESEARCH)



**POSTGRADUATE MANAGEMENT CENTRE
UNIVERSITI MALAYSIA TERENGGANU**

PREFACE

The UMT Postgraduate Studies Rules and Regulations (Research) booklet contain the relevant rules and regulations to ensure the proper conduct of postgraduate studies at UMT. In its effort to become a centre of excellence in learning and education, UMT has adopted an academic system designed to facilitate local and international scholars to undertake postgraduate studies in these fields leading to an award of a Master or PhD degree. This booklet is intended to provide the necessary information about UMT's education system and regulations to facilitate both students and academic staff in their postgraduate activities.

Postgraduate Management Centre
Universiti Malaysia Terengganu

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These rules may be cited as UMT Postgraduate Studies Rules and Regulations (Research).

DEFINITIONS AND INTERPRETATIONS

In these Rules, unless the context otherwise requires:

1. "CGPA means Cumulative Grade Point Average;
2. "Dean" means Dean of the respective faculty;
3. "Deferment" means postponement of registration or study;
4. "Director" means Director of the respective institute;
5. "Examiner" means internal and external thesis examiner appointed by the respective faculty/institute;
6. "External Examiner" means the thesis examiner appointed from other institution and not an academic/research member of the University;
7. "Institute" means a research institute established by the University;
8. "Institution" means an institution of higher learning or research institution;
9. "Internal Examiner" means an academic member of the University who is appointed as an examiner;
10. "International candidate" means any candidate who is not a Malaysian citizen;
11. "IPMC" means Intellectual Property Management Committee;
12. "Non-graduating student" means an exchange student from other university who undertakes courses or research work not leading to an award of a degree;
13. "PhD" means Doctor of Philosophy;
14. "Postgraduate programme" means a Master or PhD programme;
15. "Reinstatement" means reactivation of candidature;
16. "Faculty" means a faculty established by the University"
17. "Semester" means an academic duration specified by the University;
18. "Senate" means the highest academic body of the University that is responsible for the general direction of instructions, research and examination, and the conferral of degrees, diplomas, certificates and other academic distinctions;
19. "Student" means a registered postgraduate student of Universiti Malaysia Terengganu;
20. "Supervisor" means an academician/researcher appointed in accordance to the UMT Postgraduate Studies Rules and Regulations (Research Structure) who is responsible for providing guidance and advice in academic matters, including the postgraduate studies rules and regulations
21. "Thesis" means a document submitted as a required fulfilment for programmes by research;
22. "Thesis Examination Committee" means a committee appointed to undertake the examination of a thesis;
23. "University" means Universiti Malaysia Terengganu (UMT);
24. "Viva voce" means an oral examination, especially in reference to a thesis defense as part of Thesis Examination requirements.

SECTION 1: ADMISSION

1.1 Entry Qualification

Candidates who wish to undertake the postgraduate programme must fulfil the following qualifications:

1.1.1 Master's Programme

- a) A bachelor's degree in the field or related field with a minimum CGPA of 2.75 or equivalent from UMT or any other higher institutions recognized by the Senate; or
- b) A bachelor's degree in the field or related fields or equivalent with a minimum CGPA of 2.50 and not meeting CGPA of 2.75, can be accepted subject to rigorous internal assessment (in terms of working experience in related field / interview / portfolio / written test) by the Postgraduate Studies Committee of Faculty/Institute/Centre; or
- c) A bachelor's degree in the field or related fields or equivalent with minimum CGPA of 2.00 and not meeting CGPA of 2.50, can be accepted subject to a minimum of 5 years working experience in the relevant field and rigorous internal assessment by the Postgraduate Studies Committee of Faculty/ Institute/ Centre; or

(Note: 1-year work experience is equivalent to 0.1 CGPA)
- d) Any other academic qualification in related field and possesses evidence of adequate research or work experience recognized by the Senate.

1.1.2 Doctor of Philosophy Programme

- a) Master's degree from UMT or any other higher institution recognized by the Senate; or
- b) Any other qualification equivalent to a Master's degree and possesses evidence of adequate research or work experience recognized by the Senate; or
- c) A Master student from UMT who has been approved for conversion.

1.1.3 Other Requirement

Fulfilment of other requirements as specified by the respective faculty/institute/centre.

1.1.4 English Language Requirement for International Students

- a) General requirements:
All international students must at least meet one of the following requirements:

English Competency	Minimum Score
MUET	Band 3
IELTS	5.0
TOEFL IBT	42
Pearson Test English	47
Cambridge English Qualification and Test	154
Common European Framework of References (CEFR)	B1

- b) Students who do not meet the prescribed English requirement are given a period of one (1) year for Master's degree and two (2) years for PhD degree, upon admission to sit for MUET I IELTS I TOEFL English exam.
- c) A student who fails to meet the requirement in (b), the offer to continue his studies is revoked and will automatically have his/her name dropped (GN) from the University registration list.
- d) Exemption is given to:
 - i. International students from countries using English as the official language (Refer to Appendix 1).
 - ii. International students whose academic qualifications were those from the institutions that use English as the main medium of instruction and intend to pursue higher education in Malaysia.

1.2 Application

Application can be submitted to the Postgraduate Management Centre within the stipulated deadline via online at <http://gsea.umt.edu.my>.

1.3 Offer of Admission

An offer letter is issued after due consideration by the respective faculty /institute /centre.

1.3.1 Types of Offer

1.3.1.1 Full Offer

An applicant who meets all the requirements will be given a full offer. The offer letter will be issued by the Postgraduate Management Centre

1.3.1.2 Conditional Offer

An applicant may be given a conditional offer if he/she has met partial requirements stipulated by the respective faculty/ institute/ centre. However, a full offer is required for registration.

1.3.1.3 Direct Offer

An applicant who has fulfilled the following criteria may be given a direct offer by the faculty/institute.

1.3.1.4 Offer for Non-Graduating Students

This offer may be given by the respective faculty/institute/centre under special arrangement for either local or international student exchange programme.

1.3.2 Additional Requirement

All students irrespective of types of offer may be required to register for academic courses specified by respective faculty/institute/centre.

1.4 Deferment of Admission for New Student

- a) An applicant, who has been offered a place, may defer his/her admission not more than one (1) semester by notifying the Postgraduate Management Centre.
- b) A candidate who wishes to defer for more than one (1) semester must apply for a deferment extension.

SECTION 2: PROGRAMME STRUCTURE AND REQUIREMENTS

2.1 Programme by Research

- a) Students are required to undertake a research project and submit a thesis that demonstrates a significant contribution to knowledge and mastery in the chosen field. A student may be required to enrol in certain courses as stipulated by the respective faculty/institute/centre.

- b) In the first year of study, students must attend and completed one of Research Methodology courses either: -
 - PPS5011 Research Methodology in Technology and Engineering or
 - PPS5021 Research Methodology in Social Sciences or
 - PPS5031 Research Methodology in Applied Sciences
 - i) The modules are registered in the System for Graduate Studies (SPS) as an Audit Course (AU) with one (1) credit hour.
 - ii) This requirement is effective to students enrolled starting Semester II 2016/2017.

- c) Subject to 2.1 (b), an exemption may be given for students with Master's degree from UMT or other university who have attended the related Research Methodology course. This exemption should be approved by the Postgraduate Studies Committee of Faculty/Institute/Centre.

Conditions for the exemption are as follows:

- i) The credit value of the Research Methodology course of the Master's programme is equal to or greater than the credit value of the Research Methodology course of the Doctoral program.

- ii) The knowledge and skills of research methodology gained from the Master's level should relevant to the needs of the Doctoral level and also must be up to date.

2.2 Publication

Students are required to fulfil the following publication requirements before graduating:

Programme	Requirements of Publication	Type of Publication
PhD	At least:- 2 articles (accepted)	Clarivate Analytics Web of Science (CA- WoS) or Scopus Journal or equivalent
Master	At least:- 1 article (accepted)	Clarivate Analytics Web of Science (CA- WoS) or Scopus Journal or equivalent

- a) The publication should relate to the submitted thesis.
- b) Only publications made during the candidature can be accepted.

2.3 Duration of Study

- a) Duration of study for full time and part time student:

Programme By Research	Full-Time		Part-Time		Graduate On Time
	Minimum	Maximum	Minimum	Maximum	
PhD	4 semesters	10 semesters	6 semesters	14 semesters	4 Years
Master	2 semesters	6 semesters	4 semesters	10 semesters	2 Years

- b) Candidature of a student who failed to complete his/her study within the maximum duration of study shall be terminated.
- c) A student may apply for extension three (3) months prior to the end of the expiration date of a student's candidature with the support from the supervisor. The maximum extension of two (2) semesters is allowed.
- d) The extension is subject to approval of the Postgraduate Studies Committee of Faculty/Institute/Centre.
- e) Termination letter will be issued to the student if he/she failed to submit the thesis draft for examination during the final extension period.

SECTION 3: REGISTRATION, DEFERMENT AND WITHDRAWAL

3.1 Registration of New Students

- a) All new students must register within eight (8) weeks of the commencement of the semester according to the stipulated range of date set by the Postgraduate Management Centre.
- b) Any late registration is not allowed unless a written approval is issued by the Postgraduate Management Centre.

3.2 Registration of Continuing Students

- a) A student must maintain a continuous registration every semester throughout his/her period of study.
- b) Current students pursuing postgraduate studies in programme by research are required to register within four (4) weeks after the commencement of the semester.
- c) Any registration later than four (4) weeks is imposed with penalty (refer Section 10: Fee Policy). Late registration is allowed until the 8th week of the commencement.
- d) Students are not allowed to register until outstanding fees are settled.
- e) Students who failed to register for the semester will be issued a termination letter by the Postgraduate Management Centre unless prior approval for deferment is given.

3.3 Course Registration

Students who are required to register for academic courses specified by the respective faculty/institute/centre must abide by UMT Academic Rules and Regulations.

3.4 Deferment of Study

- a) A student may apply for deferment of study not later than four (4) weeks after the commencement of a new semester. Deferment on medical grounds as certified by a Medical Officer can be made at any time during the semester.
- b) Current fees for the semester are still applicable for the deferment after the four (4) weeks period, except for on medical ground (as stated above).
- c) Deferment is granted up to only two (2) times. Deferment shall not be more than a period of two (2) semesters.
- d) Deferment for those who have submitted 'Notice of Thesis Submission' form (PG-11) is not allowed.

3.5 Registration for Students on deferment

Students must re-register after their deferment is over. Failure to do so shall have his/her candidature terminated.

3.6 Withdrawal of Candidature

A registered student who wishes to withdraw from his/her study should apply to the Postgraduate Management Centre. For terms of fees payment, please refer to the UMT Postgraduate Fee Rules and Regulations.

3.7 Application of Reinstatement

- a) A student whose study is terminated due to failure to register for the semester or withdrawal of candidature may apply for reinstatement. Reinstatement is allowed only once.
- b) Conditions for reinstatement are as follows;
 - i. Approval from the respective faculty/institute/centre;
 - ii. Payment of all outstanding and current fees and other charges; and
 - iii. The lapsed time between termination and reinstatement is not more than one (1) year.
- c) If the student is reinstated, course(s) that has been completed shall be credited to the degree. Only outstanding course requirements should be fulfilled.
- d) A student who does not fulfil the above conditions may apply for readmission to the Postgraduate Management Centre by submitting a new application.

SECTION 4: CONVERSION AND CONTINUATION OF RESEARCH WORK

4.1 Conversion of Programmes, Fields of Study and Faculty/Institute/ Centre

A student may apply for conversion of programme, field of study and faculty/institute/centre. Application for the conversion may be initiated by the student and/or the supervisor(s).

4.2 Conversion from Master to PhD Programmes

a) A student may apply for a conversion from a Master to PhD programme within one (1) year for full time and two (2) years for part-time candidates (after enrolment) and may apply only once subjected to the fulfilment of the following conditions:

i) Has demonstrated competence and capability in conducting research at PhD level as evidenced by the following attainment;

- At least one (1) journal paper (CA-WoS / Scopus or equivalent) related to the field of present research has been accepted for publication and at least one (1) presentation at a seminar/ conference at the national or international level; or
- an application for a patent which is pending or has been granted and a presentation at a seminar at the national or international level; or
- any other equivalent achievement as determined by the faculty/institute/centre and a seminar presentation at the national or international level.

ii) Internal assessment via *Viva voce* by committee at the faculty/ institute/ centre; and

iii) Approval by the Postgraduate Committee of UMT.

b) The intended research project must be a continuation or an expansion of the Master's research project.

4.3 Continuation of Research Work for Transfer Students

4.3.1 Continuation of Research Work from Other Institution

Written approval from the previous institution (Postgraduate Management Centre / previous supervisor) is required for a candidate to continue his/her research work at UMT.

4.3.2 Continuation of Research Work at another Institution

Written approval from Postgraduate Management Centre / previous supervisor is required for a student wishing to continue his/her research work at another institution.

SECTION 5: SUPERVISION

5.1 Supervisor

A student may nominate supervisor(s) when tendering his/ her application. In cases where a nomination is not made, the respective faculty/institute/centre may appoint a potential supervisor.

5.2 Supervisors and Supervisory Committee

- a) A supervisor is a person who is responsible for providing guidance and advice in academic matters including the postgraduate studies rules and regulations.
- b) The supervisory committee may consist of one (1) member. The maximum number of supervisors for Master is three (3) and four (4) for PhD. If the supervisory committee needs to exceed the maximum number, approval by the Postgraduate Studies Committee of UMT is needed.
- c) A main supervisor should be appointed amongst the academic staff of UMT. However, the student may nominate person(s) from outside the University to be co supervisor(s) (Refer to the Section 5.4).
- d) A contract academic staff that has research supervisory experience may also be appointed as the main supervisor. In this case, the co-supervisor must be a permanent staff of UMT to ensure continuity of supervision.
- e) Members of a supervisory committee shall not in any manner be personally related the student under their supervision. A supervisory committee comprising members who are personally related to each other is discourage. A personal relationship is defined as:
 - i. a family relationship (next of kin); or
 - ii. a business/commercial/financial relationship; or
 - iii. any other personal relationships which may give rise to conflict of interest in the workplace.
- f) The main supervisor and co-supervisor(s) should meet the following requirements:

Master's Degree	
Main Supervisor	Co-Supervisor
<ul style="list-style-type: none"> i. The main supervisor must have a doctoral degree. ii. Where the main supervisor has only a master's degree in the field, the main supervisor must; <ul style="list-style-type: none"> a) have at least 5 years' experience in teaching and research; AND b) has co-supervised master's candidate. iii. Senate may impose other 	<ul style="list-style-type: none"> i. Co-supervisor must have a doctoral degree. ii. Where the co-supervisor has only a master's degree in the field, the co-supervisor must have at least 1 year experience in teaching and research. iii. Senate may impose other criteria it deems necessary.

criteria it deems necessary.	
Doctoral Degree	
Main Supervisor	Co-supervisor
<ul style="list-style-type: none"> i. The main supervisor must have a doctoral degree, AND <ul style="list-style-type: none"> a) have at least 2 years of teaching experience and research; AND b) has supervised master's or doctoral research candidate to completion, as a main supervisor. ii. Where a main supervisor has only a master's degree, extensive experience in research is required in addition to conditions in (i)(a) and (i)(b), and subject to approval by the Senate. iii. Senate may impose other criteria it deems necessary. 	<ul style="list-style-type: none"> i. Co-supervisor must have a doctoral degree. ii. Where a co-supervisor has only a master's degree, extensive experience in research is required and subject to the approval of the Senate. iii. Senate may impose other criteria it deems necessary.

- g) The supervisors must go through structured supervisor training.

Note: This training programme should be designed to explain and explicate the roles, responsibilities, expectations, policies and rules of the university and interpersonal challenges in dealing with personal, cultural, academic and intellectual issues through a multitude of methods.

- h) An academic staff member who is currently enrolled as a full-time or a part-time Master's or PhD candidate is not eligible to supervise any postgraduate student.
- i) A qualified academic staff who is seconded to another institution, resigned or retired from the university may only be appointed as a co-supervisor.
- j) Retiring academicians (within two years from retirement date) are eligible to supervise only as co-supervisors.
- k) Any main supervisor reaching the end of his/her service shall be replaced at least six (6) months before the date of the end of the service. However, he/she may remain as a co-supervisor.

5.3 Renomination of Supervisor(s)

- a) A student may apply to renominate his/her supervisor(s).
- b) Renomination of supervisor is allowed within one (1) year for Master and two (2) years for PhD.
- c) Postgraduate Committee of Faculty/Institute/Centre may consider renomination application after the renomination period ends.

5.4 Nomination and Appointment of Co-supervisor(s) from Other Institutions

- a) A student may nominate co-supervisor(s) with a vast experience from other institutions. The appointment of nominated co supervisor(s) is subjected to the approval of the respective Postgraduate Committee of Faculty/Institute/Centre.
- b) A co-supervisor from the industry or practitioner must at least have:
 - i. Bachelor's degree and minimum five (5) years of experience in the field at a level appropriate for the thesis (Master's degree supervision).
 - ii. Master's degree and minimum 10 years of experience in the field at a level appropriate for the thesis (PhD degree supervision).

6.1 Plagiarism

- a) A student shall not plagiarize any idea, writing, data or invention belonging to another person.
- b) Plagiarism includes:
 - i) The act of taking an idea, writing, data or an invention of another person and claiming that the idea, writing, data or invention is the result of one's own findings or creation; or
 - ii) An attempt to make out or the act of making out in such a way, that one is the original source or the creator of an idea, data, writing or an invention which has actually been taken from some other source.
- c) Without prejudice to the generality of Section 6.1 (b), a student is considered to have committed plagiarism when he/she:
 - i) Publishes, with himself/herself as the author, an abstract, article, scientific or academic paper, or book which is wholly or partly written by some other person; or
 - ii) Incorporates himself/herself or allows himself/herself to be incorporated as a co-author of an abstract, article, scientific or academic paper, or book, when he/she has not at all made any contribution to the abstract, article, scientific or academic paper or book; or
 - iii) Forces another person to include his/her name in the list of co-researchers for a particular research project or in the list of co-authors for a publication when he/she has not made any contribution which may qualify him/her as a co-researcher or co-author; or
 - iv) Extracts academic data which are the results of research undertaken by some other person, such as laboratory findings or field work findings or data obtained through library research, whether published or unpublished, and incorporate those data as part of his/her academic research without giving due acknowledgement to the actual source; or
 - v) Uses research data obtained through collaborative work with some other person, whether or not that other person is a staff member or for a student of the University, as part of another distinct personal academic research of his/her, or a publication in his/her own name as sole author, without obtaining the consent of his/her co-researchers prior to embarking on his/her personal research or prior to publishing the data; or
 - vi) Transcribes the ideas or creations of others kept in whatever form, whether written, printed or available in electronic form, or in

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slide form, or in whatever form of teaching or research apparatus, or in any other form, and claims either directly or indirectly that the student is the creator of that idea or creation; or

- vii) Translates the writing or creation of another person from one language to another whether wholly or partly, and subsequently presents the translation in whatever form or manner as the student's own writing or creation; or
- viii) Extracts ideas from another person's writing or creation and makes certain modifications without due reference to the original source and rearranges it in such a way that it appears as if the student is the creator of those ideas.

62 Disciplinary Action

- a) When a student is found to have contravened Section 6.1, disciplinary action will be taken against the student by the relevant authority of the University in accordance with Universiti Malaysia Terengganu (Discipline of Students) Rules.

63 Intellectual Property Policy and Guidelines

- a) Intellectual property right in this policy refers to patents, copyright, integrated circuits, trade mark and service marks, industrial designs, layout design, computer software, database rights, rights in respect of confidential information, physical property rights in materials created by the students in the course of their postgraduate studies, including but not limited to research and other activities.
- b) This guideline shall be read together with UMT Intellectual Property Policy and other relevant legislation. Application and uses for any of the intellectual property are not limited to Malaysia but also in any other countries.
- c) In general, intellectual property right generated by students will belong to UMT. In the case of joint sponsorship and external sponsorship; students are required to inform UMT (Research Management) of the provisions of that contract in respect of its ownership of Intellectual Property Rights prior to the commencement of any work under the sponsorship.

64 Student Publications and Theses

- a) Copyright of theses is owned by UMT. All students are automatically being assigned a non-exclusive royalty license.
- b) Students are required to obtain permission from their supervisor(s) prior to the submission of manuscript for publication.
- c) When there is an application for Intellectual Property protection, the students and their supervisors shall not publish/disclose their invention(s) without the permission from UMT.
- d) UMT have the right to digitize and make public theses.

65 Invention and Commercialization

Invention and/or any works that commercially exploitable generated during the studies are owned by the University except when there is third party sponsorships (refer to Section 6.3 (c)).

66 Confidentiality

Students may have access to data from work carried out at UMT and/or services and/or trials as provided by or carried out at UMT or relating to research work carried out by third parties with UMT during the course of their studies or research work at the University. These information shall be kept strictly confidential by the students and not to disclose to any person either orally or/and in writing and including but not limited to internet social media and/or cyber space.

67 Disputes

- a) In the event of a dispute, students may appeal to the Centre for Research and Innovation Management (CRIM) of UMT.
- b) Should the students wish to appeal against the decision of the IPMC, the matter will be referred to the Vice Chancellor and an independent mutually agreed external expert panel will be established, whose decision will be binding on the University and the student.

68 Right of UMT

Not with standing anything to the contrary, UMT shall have rights to take legal action against the student who infringed any rights and privileges provided under this Section.

SECTION 7: PROGRESS EVALUATION

7.1 Evaluation of Research Progress

- a) A registered student's research progress will be graded at the end of every semester by the supervisor(s) as follows:

M	=	Satisfactory (<i>Memuaskan</i>)
TM	=	Unsatisfactory (<i>Tidak Memuaskan</i>)

- b) The grade M/TM should be given according to the supervisory committee decision.
- c) Students who are not satisfied with the results of the research progress can apply for a grade review to the Postgraduate Management Centre no later than two (2) weeks after the result is released.
- d) Appeal received by the Postgraduate Management Centre will be considered by the Postgraduate Studies Committee of Faculty for approval.
- e) The result of appeal should be brought to the Senate for endorsement.
- f) In case of deferment or withdrawal, a student will be given the following status:

TD	=	Withdrawal (<i>Tarik Diri</i>)
TGH	=	Deferment (<i>Tangguh</i>)
KP	=	Medical Case (<i>Kes Perubatan</i>)

7.2 Candidature Assessment (CA)

All postgraduate candidates are required to complete their Candidature Assessment by fulfilling the following requirements:

- a) All candidates must undergo Candidature Assessment conducted by the faculty/ institute/centre;
- b) Must be completed within four (4) semesters for PhD and two (2) semesters for Master;
- c) Present research progress in a Candidature Defense session. The members of the committee comprise two (2) assessors for Master or PhD.
- d) External assessor(s) can be appointed if there is no related expertise from the faculty/institute/centre.

7.3 Semester Academic Standings

A registered student will be given the semester academic standings based on the following status:

Standings	Status
Good Standing (KB) (<i>Kedudukan Baik</i>)	Achieves an 'M' grade for current semester
Probation (KS) (<i>Kelulusan Bersyarat</i>)	Achieves a 'TM' grade for current semester
Termination of Candidature (GB) (<i>Gagal dan Diberhentikan</i>)	Receives a 'TM' grade for two semesters and subject to clause 7.4
Completed (TP) (<i>Tamat Pengajian</i>)	Completed when he/she has fulfilled all requirements as specified by the programme
Graduated (GD) (<i>Bergraduati</i>)	Senate's approval

7.4 Termination of Candidature

A student shall have his/her candidature terminated under the following conditions:

- a) Receiving a 'TM' for two (2) consecutive semesters; or
- b) Failed to complete his/her study within the maximum duration of study (refer to clause 2.3); or
- c) Violation of any rule or regulation as stipulated by the University.

7.5 Appeal against Termination

- a) A student whose study has been terminated may submit an appeal to the Postgraduate Management Centre no later than two weeks after the result is released.
- b) Appeal received by the Postgraduate Management Centre will be considered by the Postgraduate Committee of UMT for approval. The result of appeal should be brought to the Senate for notification.
- c) All outstanding and current fees and other charges must be settled; or
- d) A supporting letter/document obtained from main supervisor or medical officer (if applicable);
- e) A student may submit a new application for readmission to the Postgraduate Management Centre. The lapsed time between termination and submission of new application is not more than one (1) year.

SECTION 8: THESIS EXAMINATION

8.1 Final Examination for Programme by Research

Examination for candidates enrolled under this structure shall comprise:

- a) Examination of thesis by thesis examiners; and
- b) *Viva voce* (oral examination in the presence of Thesis Examination Committee).

8.2 Notice of Thesis Submission

- a) A student shall give notice of intention to submit his/her thesis at least three (3) months ahead of the actual submission using the appropriate form together with a draft of Table of Contents to the respective faculty/institute/ centre.
- b) The notice submitted is only valid for six (6) months from the date of the approval of the notice. If the student failed to submit his/her thesis within the period, the notice is nullified and renewal of notice submission is required.
- c) Payment for the thesis examination fee must be made at the Bursar Office for which a receipt will be issued. The receipt is to be submitted together with the 'Notice of Thesis Submission' form. The payment is made only once.

8.3 Submission of Thesis for Examination

8.3.1 Thesis Formatting

- a) Detail information on the general requirements of a thesis including the format, the reference style and writing conventions was described in the Guide to The Preparation of Thesis of UMT.
- b) The recommended length of thesis is minimum of 25,000 and maximum of 50,000 words for Master, and minimum of 50,000 and maximum of 80,000 words for PhD (excluding appendices), subject to the guidance in the relevant programme standards or good practices.

8.3.2 Thesis Plagiarism Checking

A softcopy of a thesis to be submitted must be checked for the plagiarism. The thesis similarity index permitted for a postgraduate thesis must be less than or equal to 20%. Upon approval, the thesis must be submitted together with the similarity index report for examination.

8.3.3 Submission for Examination

- a) Soft bound copies of the completed thesis shall be submitted to the respective faculty/institute/centre. The number of the thesis to be submitted is depending on the number of members of the Thesis Examination Committee (refer to Section 8.4) and supervisor(s).
- b) After submission of thesis for examination, a student shall continue to be a registered student (refer to Section 3).

8.4 Nomination of Examiners for Thesis Examination

- a) Upon acceptance of the 'Notice of Thesis Submission', the respective faculty/institute/centre shall proceed to appoint the Thesis Examination Committee. The members of the committee shall be:
 - i) Chairperson (dean / director of respective faculty/institute or his/her representative); and
 - ii) Two (2) examiners for Master programme comprising external examiner and internal examiner.
 - iii) Three (3) examiners for PhD programme comprising two (2) external examiners with at least one (1) from abroad, and one (1) internal examiner.

Note: In case of unavailability of any one of the external examiners abroad, the respective faculty/institute/centre may propose and approve the name of a local expert who is proficient in the field of local knowledge or multi contextual knowledge as an external examiner.

 - iv) Secretary of the viva who is an academic staff in preparing the report which is to be endorsed by the chairperson.
- b) The Chairman for Ph.D candidate must be at least an Associate Professor with PhD, may be appointed within the same or across faculty/institute/centre, has experienced in supervising postgraduate students to completion and has assessed postgraduate student's thesis.
- c) The Chairman for Master candidate can be a senior lecturer, has experienced in supervising postgraduate students to completion and has assessed postgraduate student's thesis.
- d) The main supervisor and/or co-supervisor(s) may attend the examination session as an observer.
- e) Postgraduate Committee of the faculty/institute/centre has the final say on the appointment of the thesis examiners.

8.5 Appointment of the Thesis Examiners

8.5.1 Examiners Qualification

- a) Examiners must have the minimum qualification of no less than the supervisor. Examiners should be selected from those with established reputation in the subject area of the thesis.
- b) Candidates for examiners must possess at least a PhD degree for Master's programme and an Associate Professor for a PhD programme.
- c) Where examiners are without the required qualification, they must have sufficient experience in relevant fields and the appointment must be subjected to the approval of the Senate.
- d) Examiners must be from the field/s related to the research of the candidate under evaluation.

- e) Examiners have supervised candidates at the relevant level.
- f) Examiners must be engaged in research and have produced credible publications or equivalent works.

8.5.2 Impartiality

The examiners should not be closely associated with the candidate or the candidate's research project (e.g.: as research supervisor, spouse, kinship and/or current research collaborator).

8.5.3 Conflict of Interest / Close Association

- a) The appointed internal examiners and supervisors should not be closely associated in the publications and/or research projects in relation to the particular candidate that may be perceived as lacking of impartiality and independence during thesis examination.
- b) The appointed external examiners and supervisors should not be closely associated in publications and/or research projects within the last five (5) years that may be perceived as lacking of impartiality and independence during thesis examination.
- c) However, in circumstances where examiners in a specialized field of studies where expertise is limited, the Postgraduate Studies Committee of Faculty/Institute/Centre shall make the final decision on the best suitable examiners.

8.6 Thesis Examination Committee Meeting or Viva Voce

8.6.1 Convening the Meeting

The Thesis Examination Committee Meeting shall be convened when;

- a) The respective faculty/institute/centre has received all reports from the examiners; and
- b) The Chairperson (Dean/Director of the respective faculty/ institute/centre or his/her representative) and at least one (1) examiner for Master and two (2) examiners for PhD are present.

8.6.2 Role of the Chairperson (Dean/Director of School/ Institute or His/Her Representative)

At the meeting, the Chairperson is responsible for:

- a) Moderating the meeting; and
- b) Ascertaining that the thesis fulfills the rules and regulations as stipulated in Guide to The Preparation of Thesis; and
- c) Submitting a complete report on the proceedings of the meeting to the Dean/Director of respective faculty/ institute/centre.

8.7 Decision on Thesis

One of the following decisions will be delivered on the thesis at the conclusion of the meeting:

8.7.1 Accepted with Minor Correction

- a) The thesis contains errors in typographical, grammatical and presentation. Minor improvements in the substance of the thesis may be required.
- b) A candidate whose thesis is accepted with minor corrections is given a maximum of six (6) months for the final bound thesis submission to the respective faculty/institute/centre.
- c) The candidate may apply to the respective faculty/ institute/centre for extension, if necessary. The extension period shall not exceed three (3) months.
- d) The final corrected thesis must first be verified by the internal examiner before the final date of submission.
- e) During the process of the preparation of thesis correction (before the endorsement by the internal examiner), a student shall continue to be a registered student (refer to Section 3 and Section 10).
- f) A candidate who fails to submit the amended thesis within the approved time is deemed to have the thesis rejected.

8.7.2 Major Correction

- a) The thesis contains serious flaws such as inadequacy in theory, methodology, data analysis, and/or poor presentation. Major correction and revision are required.
- b) Major correction may be With or Without Re-examination.
- c) A candidate whose thesis is accepted with major correction is given a maximum of one (1) year for the final bound thesis submission to the respective faculty/institute/centre.
- d) The candidate may apply to the respective faculty/ institute/centre for extension, if necessary. The extension period shall not exceed three (3) months.
- e) The final corrected thesis must first be verified by the internal examiner before the final date of submission.
- f) During the process of the preparation of thesis correction (before the endorsement by the appointed examiner), a student shall continue to be a registered student (refer to Section 3 and Section 10).
- g) A candidate who fails to submit the amended thesis within the approved time is deemed to have the thesis rejected.
- h) A candidate whose thesis is required to be re-examined is given a maximum of one year to submit the thesis (refer to Section 8.2 and Section 8.3). A candidate who fails to submit the amended thesis within the approved time is deemed to have the thesis rejected.
- i) Re-examination is only allowed ONCE.
- j) During this extension period, the candidate shall continue to be a registered student (refer to Section 3 and Section 10).

8.7.3 Rejected/Demerit

- a) The thesis does not meet the minimum requirement of a PhD/Master's degree.
- b) In the case of PhD thesis, if deemed suitable, the thesis may be recommended for re-submission as a Master's thesis.
- c) For PhD thesis which has been recommended for re- submission as a Master's thesis, all amendments recommended by the Thesis Examination Committee must be made and the thesis is to be re-submitted to the respective faculty/institute/centre as Master's thesis within two (2) months of the *viva voce*.

8.8 Examination Report

The Chairperson shall submit a report to the respective faculty/ institute/centre within three (3) working days after the Thesis Examination Committee meeting or *viva voce*. The report will cover the decision of the examination, corrections to be made and other comments deemed necessary.

8.9 Appeal on Thesis Examination Result

Students are allowed to appeal to the faculty for thesis examination results within two (2) weeks after receiving the results from the faculty at a fixed fee.

8.10 Final Thesis Submission

- a) An unbound copy of the thesis shall be submitted to the respective faculty/institute/centre to have the format conformity examined as stipulated in the Guide to the Preparation of Thesis.
- b) Upon approval by the Senate, the candidate must submit three (3) copies of hard bound thesis together with a softcopy to the respective faculty/institute/centre. Students who fail to submit may not be given the final certificate/scroll.

SECTION 9: GRADUATION

A student who has fulfilled all the stipulated requirements of a Master's or Ph.D programme shall be conferred the appropriate degree.

SECTION 10: FEE POLICY

(Excerpts of Rule 7, 8, 9, 10, 11, 13 and 16: UMT Postgraduate Fee Rules and Regulations, 2021)

7. Duration of Tuition Fee Payment

a. Self- Funded Student

i. New Student

Tuition fee must be paid by the students as outlined by the university authority before/during registration;

ii. Continuing Student

1. Tuition fee must be paid by the students before/during registration;
2. The student will not be allowed to register if he/she has outstanding fees due;
3. Students who registered late will be imposed with penalty at the following rates:
 - a. RM10.00 on the first day after the end of the grace period;
 - b. RM5.00 on subsequent days (maximum of 2 weeks);

b. Sponsored Student

1. Student is allowed to register without paying the tuition fees provided he/she could submit a financial guarantee/sponsorship letter;
2. Student is required to pay the remaining fees which is not borne by the sponsor;
3. Student whose tuition fees sponsorship has ended need to pay his/her fee during registration;

c. Students on Deferment

1. Student's tuition fee will be charged for any deferment made after the one (1) month period upon the commencement of a new semester;
2. Any application for deferment after the 1 month period is imposed with current fees;

d. Students on Reinstatement

Student is required to pay outstanding balance and current fees as well as other charges (if any).

e. Students Dropping Course Over Stipulated Period (Coursework Structure)

1. Tuition fee will be charged for any courses dropped after the stipulated period;
2. Current students who have not paid the remaining tuition fees, but dropping courses after the 4th week of lecture must pay the tuition fee in full.

8. Imposition of Tuition Fee for Special Case

The procedure for imposition of tuition Fee for withdrawal and deferment of new student or continuing student is subjected to rules/procedures outlined by UMT (Refer to **Table 3**).

Table 3 : Imposition Of Tuition Fee

STUDENT'S STATUS	WITHIN 1 MONTH AFTER REGISTRATION DATE		AFTER 1 MONTH PERIOD
	NEW STUDENT	CURRENT STUDENT	NEW/CURRENT STUDENT
WITHDRAWAL	All fees are refundable EXCEPT ; 1. Registration Fee 2. Service Fee	All fees are refundable EXCEPT ; 1. Service Fee	All fees will be imposed
DEFERMENT	The payment will be brought forward to the registered semester.	The payment will be brought forward to the registered semester.	All fees will be imposed

9. Thesis Examination Fee (Research Structure)

a. Thesis Examination Fee is as follows:

- i. Master Programme : RM500.00
- ii. Ph.D Programme : RM 1,000.00

b. This type of fee must be paid at the latest during the submission of thesis for examination;

10. Tuition Fee after Submission of Thesis for Examination (Viva Voce)

a. Student whom has submitted their thesis for examination (verified by the faculty/institute/centre) in the previous semester and currently waiting for the date of oral examination (Viva Voce) is required to register and pay the following fees :-

- i. Health Service Fee
- ii. Welfare Fee

b. Student whom submitted their thesis for examination (verified by the faculty/institute/centre) within registration period of current semester (1 month from the date of commencement of the semester) is required to register and pay the following fees :-

- i. Health Service Fee
- ii. Welfare Fee

c. Student whom submitted their thesis for examination (verified by the faculty/institute/centre) outside the registration period of current semester (exceed 1 month from the date of commencement of the semester) is required to pay the tuition fee in full.

11. Tuition Fee after Examination (Viva Voce)

- a. Student whom receiving result of 'Accepted with Minor Correction' and 'Major Correction without Re-examination' is required to register and pay the following fees until the student submitted thesis correction to the faculty/institute/centre (verified by the faculty/institute/centre) for the conferment of a degree :-
 - i. Health Service Fee
 - ii. Welfare Fee
- b. Student whom receiving result of 'Major Correction with Re-examination' is required to register and pay the tuition fee in full together with Thesis Examination Fee until the student submitted their thesis for examination (verified by the faculty/institute/centre).

13. Processing Fee (Appeal)

Processing fee imposed for cases of appeal are as follows :-

- a. **Appeal Against Termination**
Each application is charged with a processing fee of RM50.00.
- b. **Processing Fee for Special Re-examination**
Each application is charged with a processing fee of RM100.00.
- c. **Processing Fee for Review of Course Grades**
Each application is are charged with a processing fee of RM100.00.

14. Implication of Failure to Settle Outstanding Fee

- a. Student who fails to pay his/her outstanding fee may be facing one or more of the following actions:
 - i. Barred from any examination / thesis examination related matters;
 - ii. Barred from receiving examination result;
 - iii. Barred from registering for next semester;
 - iv. Barred from receiving transcript, scroll or taking part in the convocation ceremony.

APPENDIX 1: LIST OF ENGLISH SPEAKING COUNTRIES

This list may be revised from time to time without prior notice:-

1.	Anguilla	35.	Mozambique
2.	Antigua and Barbuda	36.	Namibia
3.	Australia	37.	Nauru
4.	Bahamas, The	38.	New Zealand
5.	Bangladesh	39.	Nigeria
6.	Barbados	40.	Pakistan
7.	Belize	41.	Papua New Guinea
8.	Bermuda	42.	Philippine
9.	Botswana	43.	Puerto Rico
10.	Brunei Darussalam	44.	Rwanda
11.	Cameroon	45.	Saint Lucia
12.	Canada	46.	Samoa
13.	Cayman Islands	47.	Seychelles
14.	Cyprus	48.	Sierra Leone
15.	Dominica	49.	Singapore
16.	Fiji	50.	Solomon Islands
17.	Gambia, The	51.	South Africa
18.	Ghana	52.	Sri Lanka
19.	Gibraltar	53.	St Kitts and Nevis
20.	Grenada	54.	St Vincent and The Grenadines
21.	Guyana	55.	Sudan
22.	India	56.	Swaziland
23.	Ireland	57.	The British Virgin Islands
24.	Jamaica	58.	Tonga
25.	Kenya	59.	Trinidad and Tobago
26.	Kiribati	60.	Turks and Caicos
27.	Lesotho	61.	Tuvalu
28.	Liberia	62.	Uganda
29.	Malawi	63.	United Kingdom
30.	Malaysia	64.	United Republic of Tanzania
31.	Maldives	65.	United State of America
32.	Malta	66.	Vanuatu
33.	Mauritius	67.	Zambia
34.	Montserrat		



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